CAPR Management System (CMS)

There is now a completely new procedure for the creation and submission of a CAPR (Capabilities Request) to request Information Technology (IT). We are now operating under a web-based, on-line CAPR Management System (CMS) developed by MTMC IM Alexandria. As a functional user needing to submit a request for IT, the system is relatively simple and straight-forward. Access is by a URL through the World-Wide Web directly into the MTMC Alexandria Intranet. The functional user logs into CMS and creates his CAPR, which is then automatically routed through all the approval chains electronically. A major element of the new system is the ability for on-line technical, network and security evaluation and review to ensure the requested "item" is compatible, valid, appropriate, etc. Processing is electronic all the way to approval and to the point of preparation of the necessary procurement documentation.

A significant advantage of CMS to the functional staff is that the requester can log into CMS at any time and check the status of their CAPR. They can find out what steps have been completed, review the comments made by the individuals/sections that have worked on the CAPR, find out which step/office is working on it right now, etc. They no longer have to try to track it down, find out which office is working on it, etc., they can find out directly from the system.

There are detailed "User's Manuals" available within the system. On the menu on the left side is an option to "View User's Manuals" which will provide actual instructions for using the system. But below are some simple instructions to get you started:

The URL you have to use to access CMS is:

  http://CIDSS1.mtmc.army.mil/Apps\CAPR\caprtracker.nsf/

Once you enter that into your IE or Netscape (doesn't matter which one, it works well with either, but slightly better with IE), you will see a menu screen on the left with "Login" and "Register" as seen in Figure 1 below.

Figure 1

If you haven't already done so, the first time you go to the above, you need to register into the system. When you click the "Register" button, you will be taken to the register screen as seen in Figure 2 below.
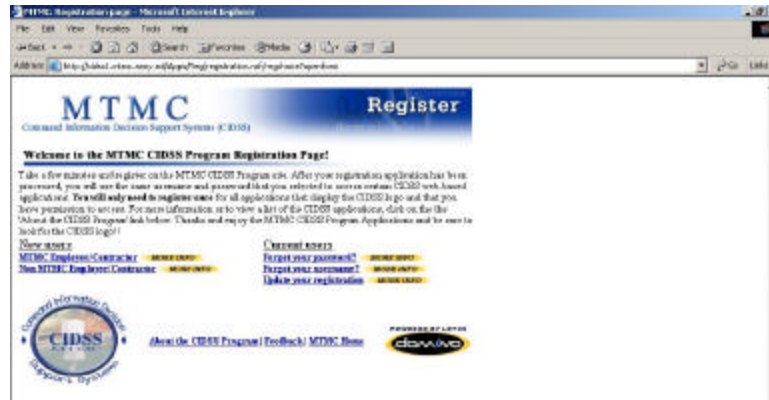
Figure 2

Under the assumption that you are an MTMC Employee/Contractor, click the appropriate link and you will be taken to the actual registration screen, Figure 3 below.
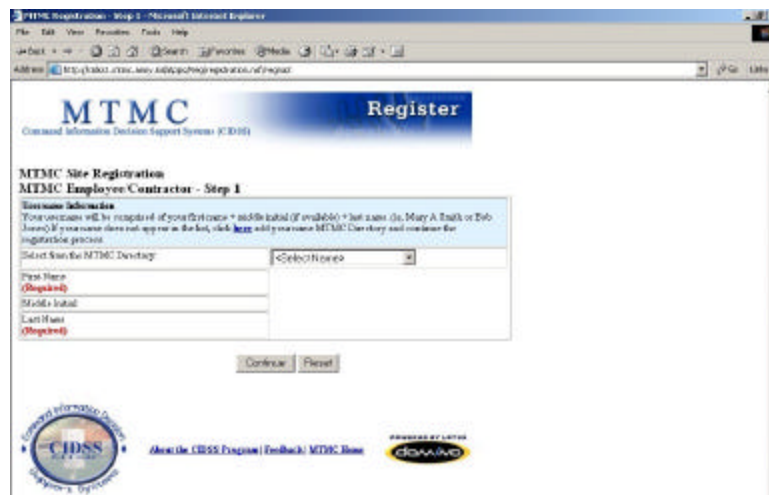

Figure 3

You should be able to find your name in the MTMC Directory drop-down box. Select it and click the "Continue" button. You should receive a notification that you are registered, Figure 4 below.
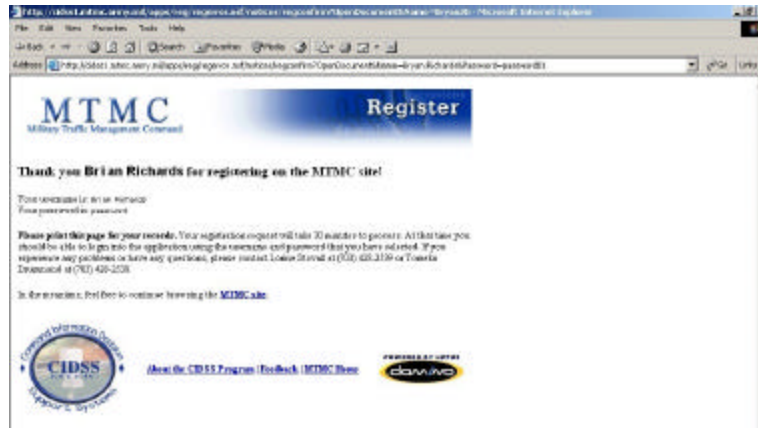
Figure 4

After you complete the registration, the system will process your request, and will send an email message directly to your Outlook address informing you that you are registered. Due to the timeframes within the system for it to do a complete update cycle, you need to wait at least 10-15 minutes after receiving that email message before you can be sure CMS is ready for you to log in. At this point, when you access the CMS URL and the Main menu appears, click the "Login" link and you will see the login screen shown in Figure 5 below, enter your name and password as you set them up when you registered.

Figure 5

Once you are logged in, you will be at a screen that will list CAPRs on the "Actions For: [Your Name] as shown in the example Figure 6 below.
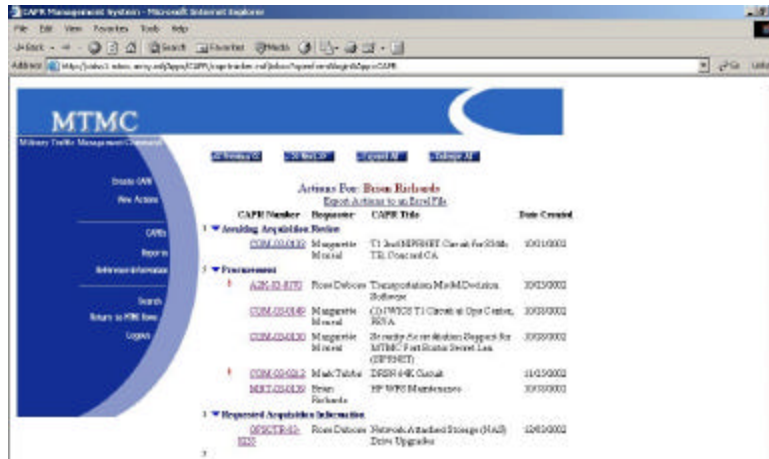
Figure 6

Here is where you get ready to enter your requirements. Click the "Create CAPR" link and you will be taken to a screen with a pre-formatted CAPR, as shown in Figure 7 below, with most of the required fields already filled in as necessary. You will fill in the other fields as necessary to describe and justify your requirement. (You can find more detailed information and instructions for filling in the required fields in the official "User's Manuals".)

Figure 7

One question that keeps coming up from individuals creating a CAPR is what to put in the "Resourcing" paragraph, which is the section that generally defines the funding. If, for example you know that your office has funding set aside for this special requirement you are requesting, you can put a statement to that effect in the resourcing paragraph. For another example, if you want to be able to use your local IMPAC card for the procurement, state so, and after the CAPR is approved, it could get routed back to you with authority to proceed with your procurement, or if you are expecting it to be funded out of the standard TWCF equipment funding, say so, etc.

If you have any special documentation, such as a quote from a vendor that you were working on for this requirement, or a document that defines what you want done (generally called a

"Statement Of Work" – SOW), etc., you can attach it to the CAPR as additional documentation. At the bottom of the CAPR you will note a section for attachments. Click the "Browse" button, which will provide access to your workstation, find where you stored the document you want to attach and select it, then click the "Attach Now" button and the document will be attached and will show on the bottom of your CAPR as an attached file.

After you have completed preparing your CAPR, you must click the "Submit" button. The record is not saved by the system for processing until you do. After you "submit", a new "Routing Slip" screen will appear, as seen in Figure 8 below.
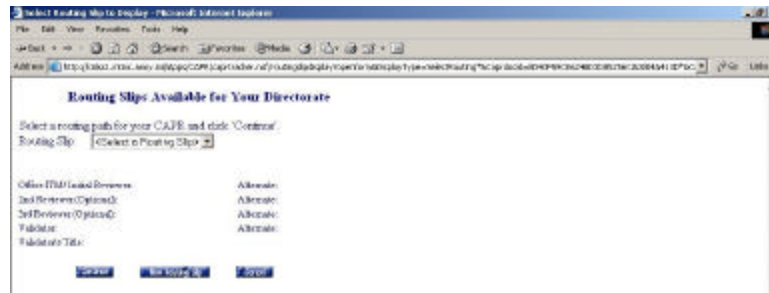

Figure 8

Click the "Routing Slip:" box and select the appropriate routing for your section and this requirement (there may be more than one routing shown, depending on different requirements, etc.). Click the "Continue" button. Congratulations, you have now submitted your CAPR.

Because the "Routing Slip" you selected is already set in the system, the required individuals in your immediate approval chain (normally your office's IT liaison - the 1st level validator - and then the office Director/Deputy or alternate - 2nd level validator) are already pre-coded.

The system automatically sends an email to the 1st level validator telling them there was a CAPR submitted that needs their review. They will log into the system, review your CAPR, validate and "approve" it. It will then route to the 2nd level validator, and they will receive an email telling them there is a CAPR that needs their review. They will log into the system, review your CAPR, validate and "approve" it. It will then route to the IM validation step, which for the MTMC OPSCNTR and the subordinates will be here in the MTIM Field Support Division, and then it will go through a multitude of steps and sections for review, evaluation, etc., until it is finally formally approved and it gets assigned to an Acquisition Manager for the procurement process.